



User Guide Online Application U.Porto

Support for the International Mobility Students

Dear Student,

This guide was conceived to assist you throughout your online application to a mobility period at the Universidade do Porto. Please follow all the steps, to successfully submit your Application Form.

We strongly recommend you to organize your application with the responsible for your mobility at your Home University, before accessing the online Application Form.

Explore the U.Porto website to check more useful information regarding the preparation of your mobility and consult the [Foreign Student Guide](#).

See you in Porto!

Contents

U.Porto

Incoming Students Application.....	2
1. Ask for login	2
2. Complete your Application Form	4
3. Print your Application	11
4. Upload File	12
5. Create Changes to the Original Application	14
6. Print Changes to the Original Application	16

Incoming Students Application

1. Ask for login

The first step is to ask for a temporary **login** (username and password) in the U.Porto website:

- *Internacional >Life at U.Porto> Administrative Procedures -> Ask for login*
- or
- directly through the link

http://sigarra.up.pt/up_uk/COOP_ESTUDANTES_IN_GERAL.CRIAR_UTILIZADOR_TEMP_EDIT.

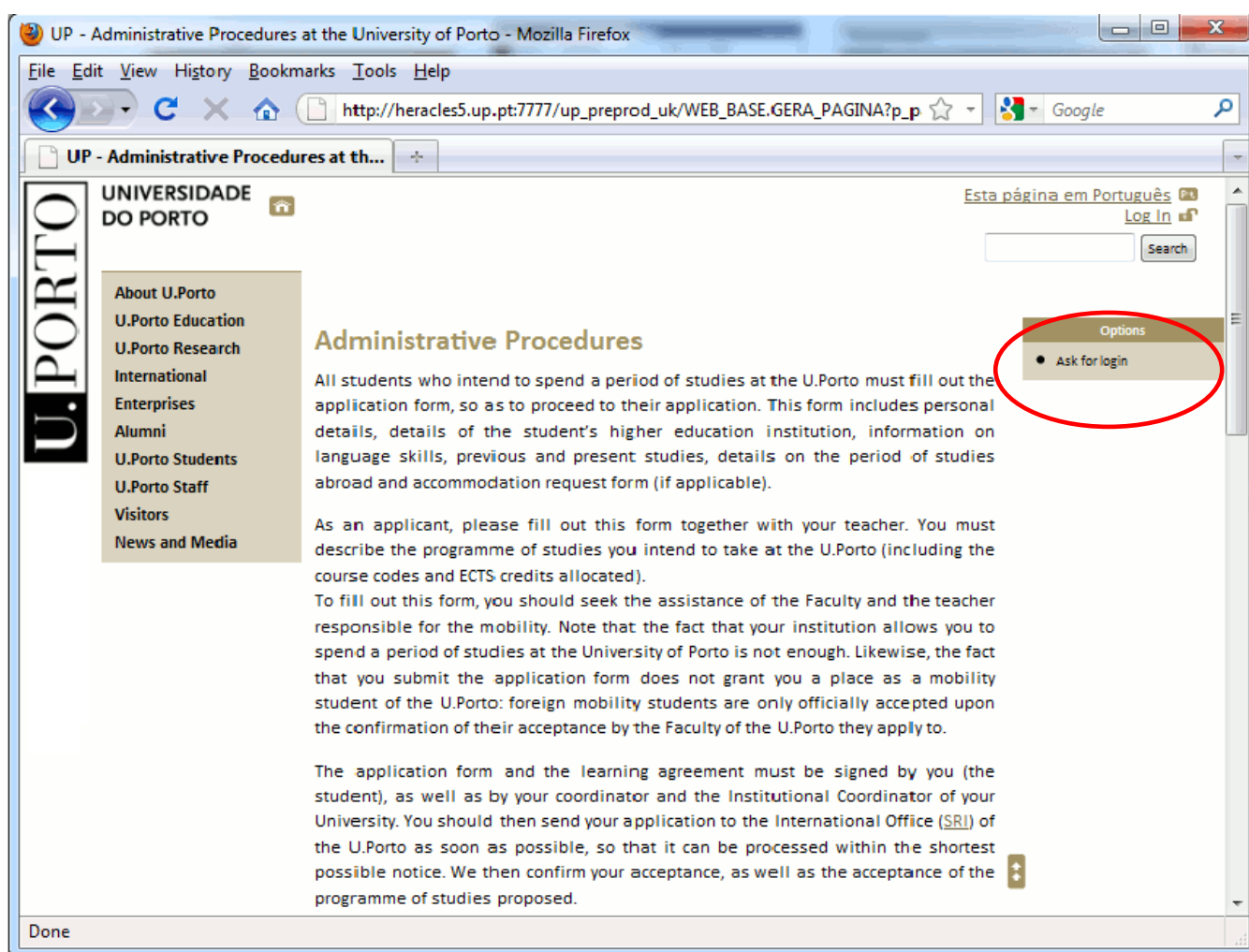


Figure 1 – Temporary login request

UP - Sign up - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://heracles5.up.pt:7777/up_preprod_uk/COOP_ESTUDANTES_IN_GERAL.CRIA

UP - Sign up

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Sign up

Information required to obtain username and password

ID Type:

ID number:

Name:

Email:

Submit

Important:
The ID Type you will insert here is permanently saved in your Application Form

Done

Figure 2 – Temporary login data

After completing these fields with your data, you will receive an e-mail containing a **temporary username and password**. For security reasons this password will expire automatically, therefore, you must create a new password to login and access your Application Form (AF).

UP - Authentication - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://heracles5.up.pt:7777/up_preprod_uk/web_validacao.validacao

UP - Authentication

Do you want Firefox to remember the password for "T00080" on up.pt? Remember Never for This Site Not Now

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International
Enterprises
Alumni
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Authentication

Your password has expired!

Your password to access the system is no longer valid!

For security reasons, passwords must be periodically renewed.
Please renew your password now.
Thank you.

Done

Figure 3 – Password expired / New password request

2. Complete your Application Form

With the new password created, **Log in** and create your online Application Form (AF).

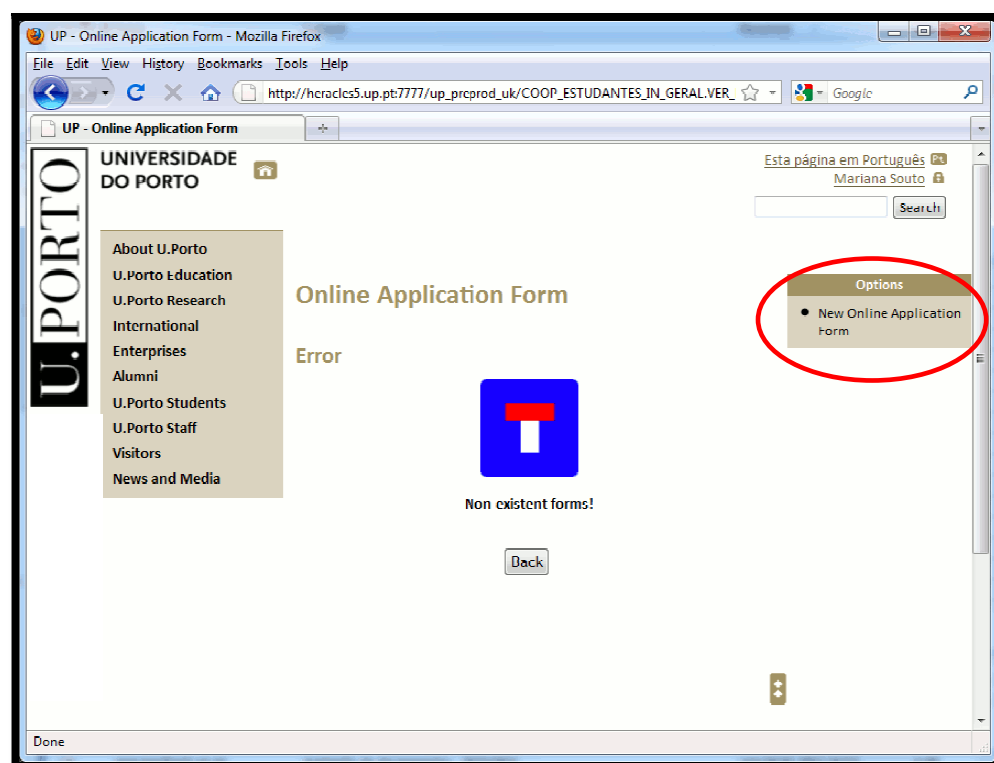


Figure 4 – Access your online Application Form

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Application Form - 0

Mobility Programme

Academic Year:

Mobility Programme: ☐ Erasmus Studies ☐ Erasmus Placements ☐ Consortium Erasmus Placements ☐ Cooperation Agreement PLLA ☐ Cooperation Agreement ☐ Erasmus Mundus ☐ Leonardo da Vinci ☐ Almeida Garrett ☐ Freemover ☐ Erasmus Studies (extra Agreement) ☐ "Erasmus" - Switzerland

Mobilities for Studies under Erasmus Program
 Mobilities for Placements under Erasmus Program
 Mobilities for Placements within Erasmus Consortia
 Mobility under Cooperation Agreement with Portuguese-speaking Countries and Latin America HEIs
 Mobilities under Cooperation Agreements
 Mobilities within Erasmus Mundus Consortia
 Mobilities of graduates for Placements under Leonardo da Vinci Program
 Mobilities under Programa Almeida Garrett (national mobility)
 Mobility not supported by a Bilateral Agreement between the home Institution and U.Porto
 Insert as Freemover mobility
 Mobilities "Erasmus" under Cooperation Agreements with Switzerland

Save Next >>

Figure 5 – Application Form Page 0

Choose the Academic Year and the Mobility Programme you want to apply for. *Red fields* are *mandatory* and must be completed, but you are able to navigate across the Form without filling them right away. However, it is only possible to **submit** your application when completed all the mandatory fields.

UP - Application Form - 1 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://heracles5.up.pt:7777/up_preprod_uk/coop_estudantes_in_geral.edi

UP - Application Form - 1

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Alumni
U.Porto Students
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Visitors
News and Media

Application Form - 1

Student Personal Data

Last Name: Souto

First Name: Mariana

Birth date: 1989-08-07

Gender: ☒ Female ☐ Male

Country of Nationality: BRAZIL

Place of Birth (country): BRAZIL

Place of Birth (city): São Paulo

Marital Status: Single

Identification: ID Card
11550474

handicap?: ☐ Yes ☒ No

If yes, what type?:

Mailing address: Rua Virgílio Ferreira, 82

Zip Code: 4000 Porto

Phone Number: 223794213

Mobile Phone:

Mailing address valid until:

Permanent address:

Zip Code:

Permanent Phone Number:

Email: mbarros@reit.up.pt

Save

<< Back Next >>

Done

Figure 6 – Application Form Page 1

Complete with your personal data considering that the ID type and number cannot be changed.

UP - Application Form - 2

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Application Form - 2

Language Skills

Mother Tongue: Portuguese

Language of instruction at home institution: Portuguese

Other Languages	I currently study this language?	I have enough knowledge to follow lectures?	I need language preparation to follow lectures?
	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> No <input type="radio"/> Yes

Previous and Current Studies

Diploma/Degree: Undergraduate

Field of Studies: Engenharia, tecnologia

Code of the Field of Studies: 060

Duration (in years): 5

First year of studies: 2008

Expected date of conclusion: January - 2013

Current year of studies: 3

Study Period Abroad

Have you already studied abroad? ☒ No ☐ Yes

If yes, when?

At which institution?

Within the scope of which programme?

Professional Experience:

Date:

Country:

Study Period at the University

For further information you may check the school calendar of each chosen Faculty.

Period of classes: 2º Semester

Start Date: 2011-07-26

Conclusion Date: 2012-02-29

Scholarship

Scholarship holder?: ☒ No ☐ Yes

If yes, which institution??

Save

<< Back Next >>

Figure 7 – Application Form Page 2

Provide information regarding your language skills, previous and current studies.

Choose the study period intended to spend at the U.Porto and the respective start and conclusion dates (to check the **School Calendar** for each Faculty please click on the link in the sidebar).

UP - Application Form - 3

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Application Form - 3

Universidade do Porto

ID Code: P PORT002

Address: Praça Gomes Teixeira

Zip Code: 4099-002 PORTO

Institutional Coordinator

Name: Maria Cristina Gomes Ferreira

Service: International Office

Email: sri@reit.up.pt

Phone Number: +351220408034

Fax: +351220408183

Faculties

Faculty	Local Coordinator				Programme	
	Name	Email	Phone Number	Fax		
Faculty of Medicine of the University of Porto	Maria Amélia Duarte Ferreira	gem@med.up.pt	+351 22 551 3611	+351 22 551 3612	1º Cycle - Medicine	Remove
Faculty of Psychology and Education Science of the University of Porto	Manuel Fernando dos Santos Barbosa	fbarbosa@fpce.up.pt	+351 22 606 18 98	+351 22 607 97 25	1º Cycle - Psychology Graduate Degree	Remove
					Select a Programme	

Subtitle:
• - This program is approved according to the Bologna Process

Save

<< Back Next >>

Done

Figure 8 – Application Form Page 3

The U.Porto information is automatically completed.

Select the Faculty or Faculties, and the programme(s) you want to attend, or remove if necessary Faculty/Faculties and Programme(s).

When you select a Faculty, the box “choose a programme” provides a course list of the chosen Faculty.

Before selecting the Faculty or Faculties and programme(s), you should always consult the U.Porto education offer and the official study plans for each. In case of any doubt about cycles of studies please visit: http://sigarra.up.pt/up/WEB_BASE.GERA_PAGINA?p_pagina=1001599.

Note: For placement mobility programmes, in this page you will see an editable field: “Host Institution”.

UP - Application Form - 4 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://heracles5.up.pt:7777/up_preprod_uk/coop_estudantes_in_geral.editar_formulario

UP - Application Form - 4

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International
Enterprises
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U.Porto Students
U.Porto Staff
Visitors
News and Media

Application Form - 4

Home Institution

Partner Institution: Université Paris Dauphine

ID Code: F PARIS009

City: Paris cedex 16

Country: FRANCE

Faculty:

Programme:

Institutional Coordinator

Name: Patrice Geoffron

Email: patrice.geoffron@dauphine.fr

Phone Number: +33 144054770

Fax: +33 0144054150

Local Coordinator

Name: Patrice Geoffron

Email: patrice.geoffron@dauphine.fr

Phone Number: +33 144054770

Fax: +33 0144054150

Professor responsible for the mobility

Name: Christian Robert

Email:

Phone Number:

Fax:


Save

Done

Figure 9 – Application Form page 4 – ex.: Erasmus mobility programme or Cooperation Agreement

Search (🔍) and select your Home University. If there is an established Cooperation Agreement it will appear on the list, if not please write the official name of your Home Institution.

Note: When you change a mobility programme, the Home Institution is eliminated.



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Application Form - 5

Learning Agreement

Faculty of Medicine of the University of Porto

Master Degree in Medicine		
Course unit code	Course unit	ECTS Credits
MI205	Medical Psychology I	3,0
MI204	Preventive Medicine I	3,0
Total		6,0

Faculty of Psychology and Education Science of the University of Porto


Psychology Graduate Degree		
Course unit code	Course unit	ECTS Credits
LP304	Intelligence and Personality Assessment	13,0
Total		13,0

Bookmarks

Options

• Printing Version






Figure 10 – Application Form page 5


Click () to access the study plans of a Faculty chosen on page 3 (see figure 8).


Note: For placement mobility programmes, in this page you will propose your Work Programme.









5th Year

Common Core

1st Semester			
Code	Name	ECTS	Obs.
 MI075139	Pathophysiology and Pharmacotherapy II	5	
 MI075141	Hydrology	4,5	
 MI075138	History of Pharmacy, Deontology and Legislation	3	
 MI075140	Public Health	4,5	
 MI075142	Toxicology and Toxicological Analysis	5	

Code	Name
 MI075243	Training Period

Option: Optional Subjects 5th year
 Choose : 0 ECTS 

Code	Name	ECTS	Obs.
 MI075189	Bioactivity of Natural Matrices	4	
 MI075172	Ecotoxicology	4	
 MI075171	Industrial Pharmacy	4	
 MI075177	Compounding Pharmacy	4	
 MI075179	Legislation and Regulatory Affairs of Medicinal Products	4	
 MI075174	Microbiology and Molecular Biology of Cancer	4	
 MI075190	Monograph	4	
 MI075175	Organization and Management	4	

Submit

Figure 11 – Faculty Study Plan

Add  or remove Unit Courses (UC's) ; to finish click Submit >>.

If you wish to delete a Faculty (page 3) you must remove all UC's of that Faculty (page 5).

Note: Please keep in mind that the recommended total of credits per semester is 30 ECTS.

Figure 12 – Application Form page 6

If you need accommodation choose:

University Halls of Residence (this request justifies no legal claims for receiving a room in the U.Porto Hall of Residence) or **Private Accommodation**.

In this last page (6) you can **print** a draft version of your Application Form – option **Print Version**. This way you can save and review the inserted data, before submitting your application. After submitting your application, you will not be able to make more changes (see figure 13).

Figure 13 – Form Submission Confirmation

After confirming, no more changes will be allowed.

3. Print your Application

	Universidade de Destino/Host Institution	Universidade de Origem/Home Institution
País/Country	Portugal	França / FRANCE
Código/ID Code	P PORTO02	F PARIS009
Nome/Name	Universidade do Porto	Université Paris Dauphine
Morada/Address	Praça Gomes Teixeira	Place du Maréchal de Lattre de Tassigny
Código Postal/Zip Code	4099-002 PORTO	75775
	Faculdade de Medicina da Universidade do	

The page also has a 'Print' button in the top right corner and a 'Connecting to heracles5.up.pt...' status bar at the bottom.

Figure 14 – Print your Application Form

After submitting, you will access the **print version** (.pdf format); the next step is to collect the signatures at the Home Institution.

Besides your Application Form, duly signed and stamped (by both Local and Institutional coordinators at your Home University), you must assemble all necessary documents to complete your application:

- Transcript of Records;
- Photocopy of legal ID Card or Passport;
- European Health Insurance Card or / and Private Health Insurance;
- CV (optional);
- Motivation and/or Recommendation Letter (optional).

4. Upload File

After gathering all the documents, you should convert all of them **in one single file** (.pdf). Log in again in the U.Porto webpage (*International >Life at the U.Porto> Administrative Procedures -> Online Application*) to access your online Application Form, and upload the created file (.pdf) (see Figure 15).

Note You can only upload ONE single file (.pdf)!

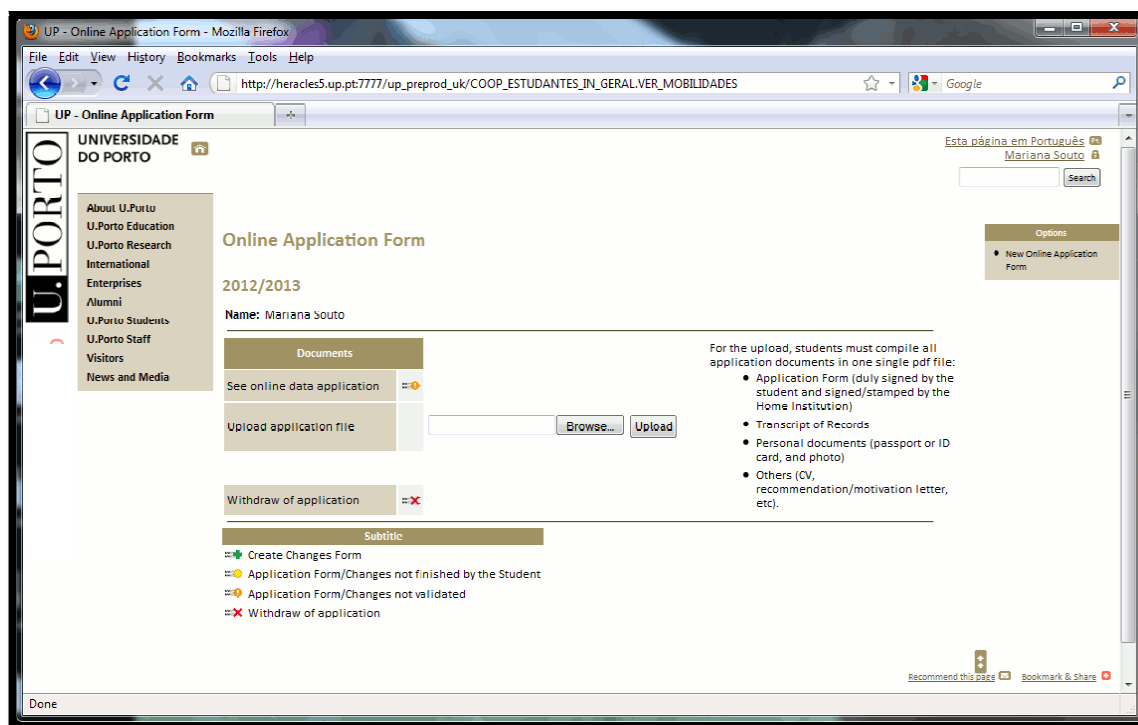


Figure 15 –Application File Upload

After uploading, you have the option to delete or to replace the file. In this case, the new file replaces the previous one (see figure 16).

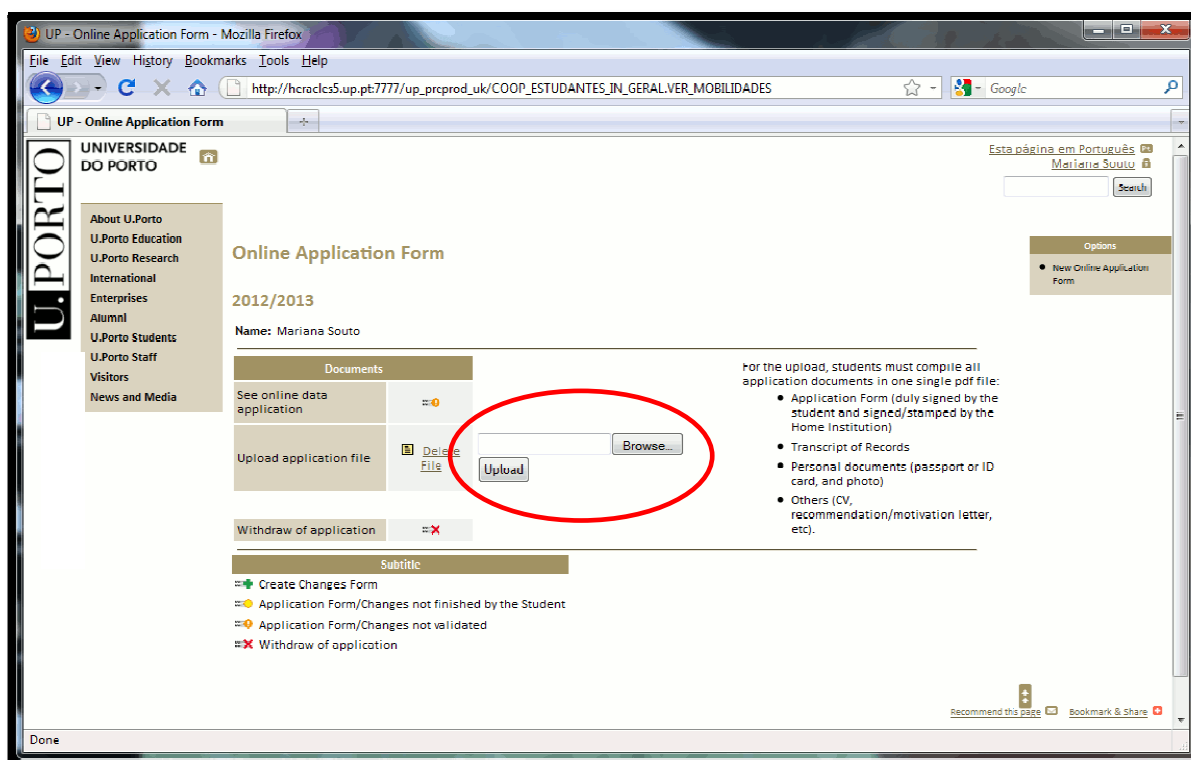


Figure 16 – Uploaded File

After Uploading the file, you can follow the state of your application process, while you wait for the validation from both the Faculty or Faculties you have chosen, and U.Porto central Office.

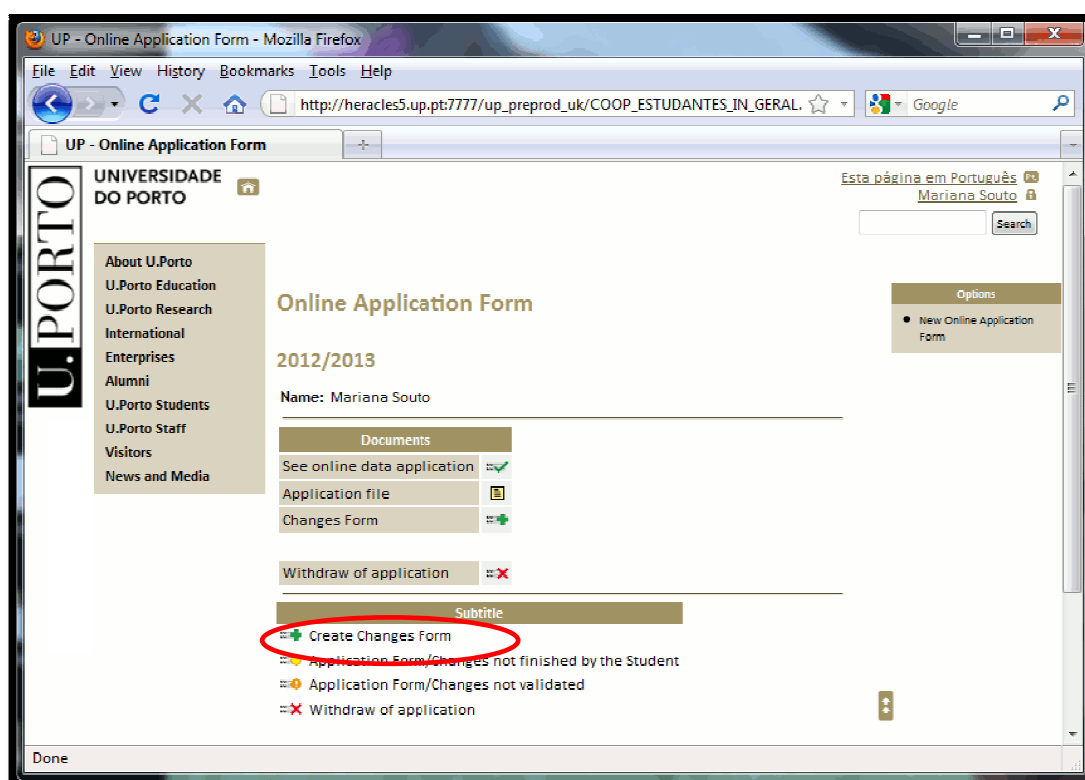


Figure 17 – Online Application Form validated

After institutional validation it is **no longer possible to insert more files**. You may:

- Consult your Application;
- Visualize the file;
- Create Changes to the Original Application Form;
- Withdraw your Application.

5. Create Changes to the Original Application

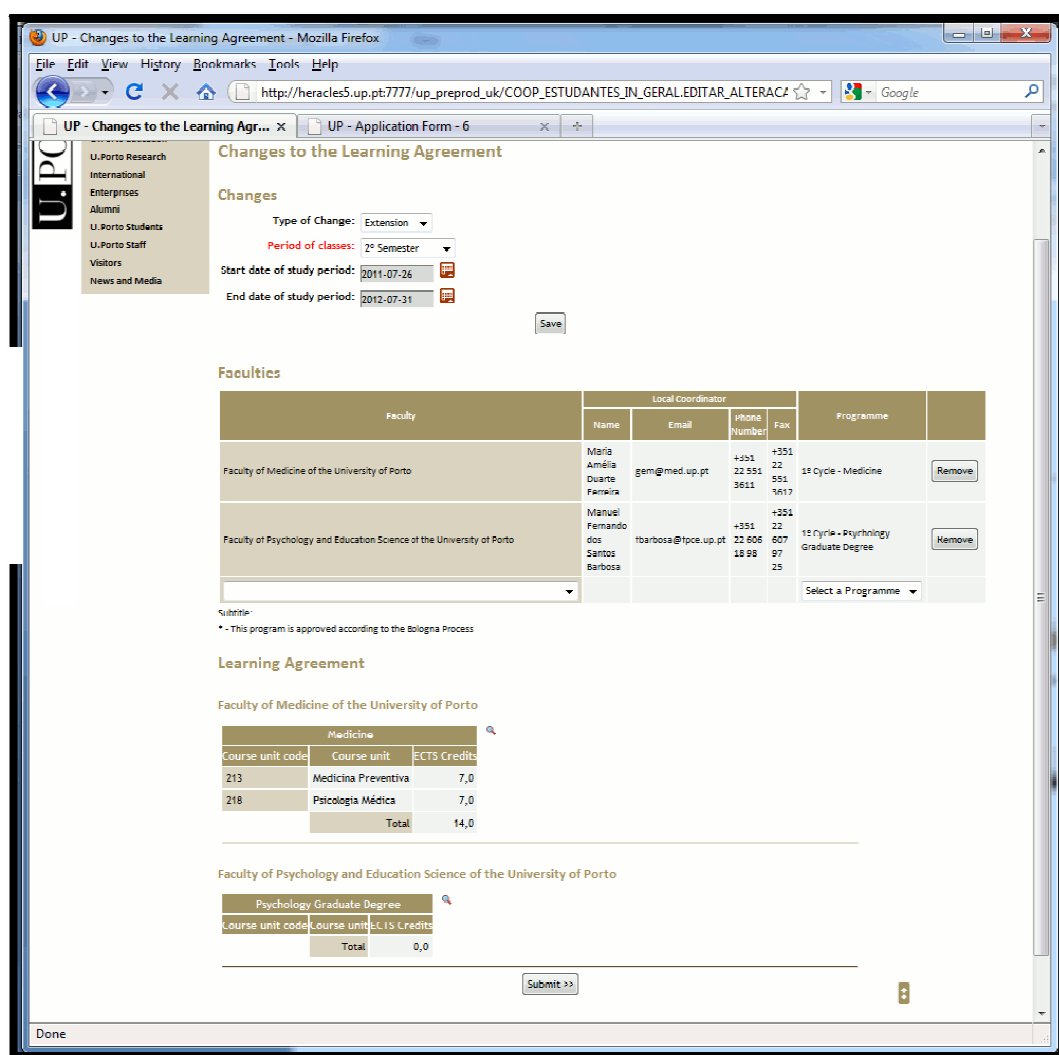
To create changes to the original Learning Agreement or period of studies proposed:

 **Create Changes Form**

If necessary, you may submit more than one changes request, but **one at the time**. When submitting a request, you will have to wait for the validation/refusal.

Note: Changes you may request:

- Changes to the Learning Agreement (add / delete Unit Courses (UC's);
- Change of the study period *Extension or Reduction* (if you do not want to change your study period, you should leave the field o campo “Type of Change” in blank);
- Add / Delete Faculties (Add UC's in a different Faculty or Delete).



UP - Changes to the Learning Agreement

Changes

Type of Change:

Period of classes:

Start date of study period:

End date of study period:

Faculties

Faculty	Local Coordinator				Programme	
	Name	Email	Phone Number	Fax		
Faculty of Medicine of the University of Porto	Maria Amélia Duarte Ferreira	gem@med.up.pt	+351 22 551 3611	+351 22 551 3617	1º Cycle - Medicine	<input type="button" value="Remove"/>
Faculty of Psychology and Education Science of the University of Porto	Manuel Fernando dos Santos Barbosa	lbarbosa@fpes.up.pt	+351 22 808 18 98	+351 22 808 18 98	1º Cycle - Psychology Graduate Degree	<input type="button" value="Remove"/>

Select a Programme

* - This program is approved according to the Bologna Process

Learning Agreement

Faculty of Medicine of the University of Porto




Course unit code	Course unit	ECTS Credits
213	Medicina Preventiva	7,0
218	Psicologia Médica	7,0
Total		14,0

Faculty of Psychology and Education Science of the University of Porto

Course unit code	Course unit	ECTS Credits
Total		0,0

Figure 18 – Changes Form

Note: If you want to remove a chosen Faculty, first you must eliminate the associated UC's. When accessing

the UC's page () change the  into . At the bottom of the page do not forget to click .

Only after performing this action, it will allow you to remove the Faculty.

After completing all the required fields, you may submit your Changes Form (see figure 19).

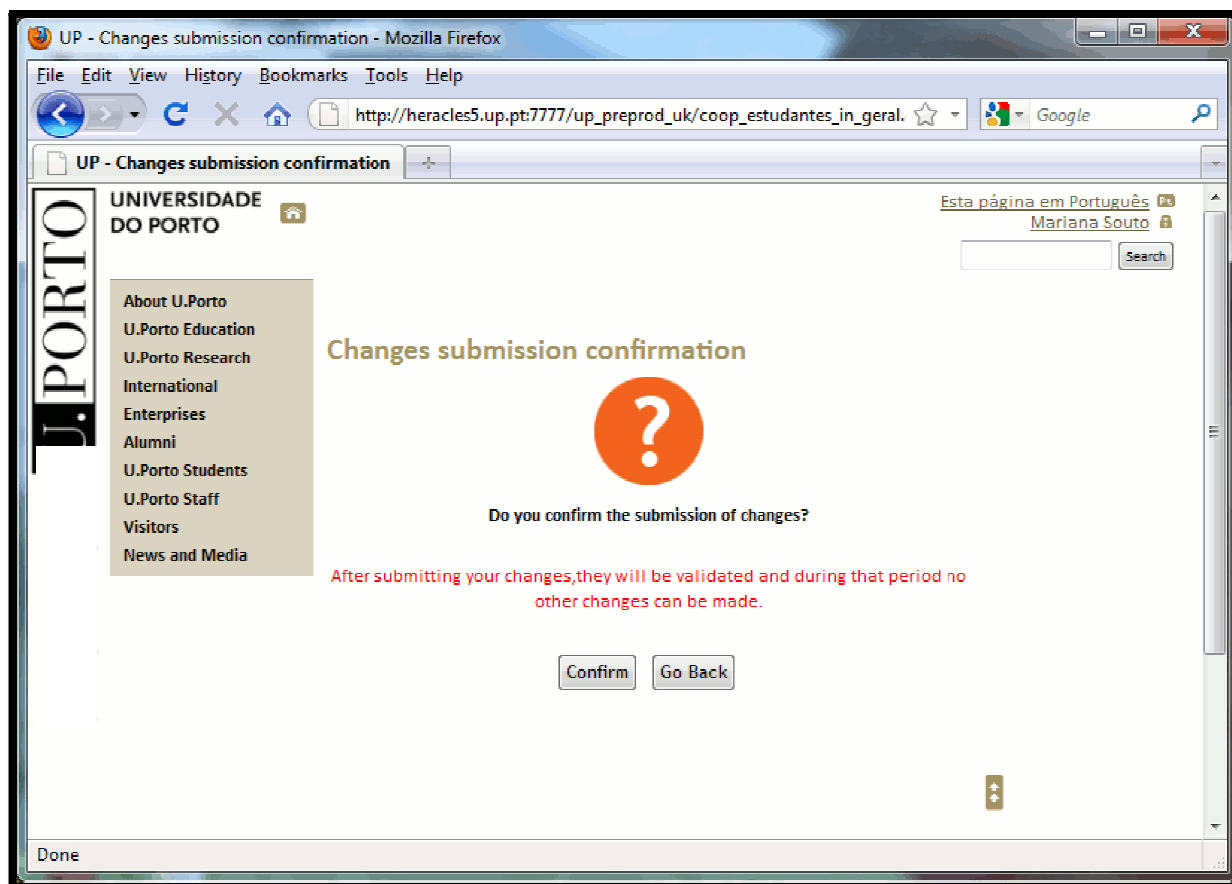


Figure 19 – Changes Submission Confirmation

After confirming, **you cannot make more changes** in this form. Select the **Print** option (see figure 20), collect all the necessary signatures and send a scanned version by e-mail to the respective Faculty (see contacts in your Application Form).

6. Print Changes to the Original Application

UP - Changes Form - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://heracles5.up.pt:7777/up_preprod_uk/coop_estudantes_in_geral.ver_formulario_all

UP - Changes Form

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Logotipo da UP/UP logo

Application Form

Foto/Photo

Programa de Mobilidade/Mobility Programme: Erasmus Estudos (com Acordo)/Erasmus Studies
Ano Académico/Academic Year: 2012/2013
Área de Estudos/Field of Studies: Engineering, technology

Alterações ao Contrato de Estudos/Changes to the Original Proposed Learning Agreement

Programa de Mobilidade/Mobility Programme: Erasmus Estudos (com Acordo)/Erasmus Studies
Ano Académico/Academic Year: 2012/2013
Área de Estudos/Field of Studies: Engineering, technology

Nome do estudante/Student's Name: Mariana Souto
E-mail/Email: mbarros@reit.up.pt
Universidade Parceira/Host Institution: Université Paris Dauphine (F PARIS009)
País/Country: França / FRANCE

Universidade Anfitriã/Host Institution: Universidade do Porto (P PORTO02)
País/Country: Portugal

Período no Estrangeiro/Período no Estrangeiro

Tipu de Alteração/Type of Change: Extension/Extension
Período de aulas/Period of classes: 2º Semester/2º Semester
Data de início do período de estudos/Start date of study period: 2011-07-26
Data de conclusão do período de estudos/End date of study period: 2012-07-31

Alterações ao Contrato de Estudos/Changes to the Original Proposed Learning Agreement

Faculdade/Faculty	Código da unidade curricular/Course	Unidade curricular/Course unit	Período de Estudos/Study	ECTS/ECTS

Done

Figure 20 – Print Changes to the Original proposed Learning Agreement

At the U.Porto webpage (*International >Life at the U.Porto> Administrative Procedures -> Online Application*), you may follow the state of your application changes (see figure 21):

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Online Application Form

2011/2012

Name:

Documents
See online data application
Application file
Changes Form
Changes History

Withdraw of application

Subtitle

- Create Changes Form
- Application Form/Changes not finished by the Student
- Application Form/Changes not validated
- Withdraw of application

Figure 21 – Validated Changes Form

In case of approval / validation, (see figure 21) you may visualize your changes form and/or create a new one.